



October 25, 2017

Dear CDS Employers and Employees,

In an effort to provide our CDS employers and employees with ***best practices to utilize when completing a CDS time sheet***, Imagine Enterprises has created guidelines (see attached) that will provide clarity regarding:

- Service definitions and acronyms for HCS and Texas Home Living
- Navigating the time sheet
- Service hours and employee responsibilities
- Where, when and How to send time sheets
- Non-payment of time sheets

Also, as a reminder, June 2017 and May 2015 we reminded you that an ***annual evaluation*** for each employee is required and to use HHSC Form 1732 *Management and Training of a Service Provider* to document the evaluation; please continue to review your employees annually. Tips for the annual reviews:

- Use a separate form for every employee.
- All employees must be must be evaluated.
- Both the employee and employer provide feedback and sign the Form 1732.

We also reminded you that if you are the legal guardian for an individual, ***guardian documentation*** is renewed every year with the courts. HHSC requires Imagine Enterprises to have the most current copy.

Last and very important - for ***employees who have gaps in their work of 30 days or more***, the employer and employee must complete and sign page 1 of the HHSC Form 1725 *Criminal Conviction History and Registry Checks*. The new background check must be completed BEFORE they begin to work again and this check is completed by Imagine Enterprises CDS staff. Hours worked before the background check cannot be paid as they are deemed ineligible to provide services. Please don't wait until the last minute!

The Time Sheet Best Practices, current version of Form 1732 and Form 1725 are attached or you can also utilize the Imagine Enterprises website at ***imagineenterprises.org***. Return the completed documents via fax to 866-672-6062 or scan/email to cherylharris18@comcast.net. Thank you for your assistance in advance!

Sincerely,

Cheryl Harris

Cheryl Harris
Chief Operating Officer for CDS

Attachments: Form 1732, Form 1725, Imagine Enterprises Time Sheet Best Practices